

SELF-EMPLOYED CHECKLIST

File annexures:

1. SE interview sheet
2. PF cheque
3. File origination sheet
4. Checklist

KYC (self attested):

1. ID proof all applicants
2. Address proof of all applicants
3. Business address proof

Income Documents:

1. Last 3 years ITR with computation
2. CA attested P/L acc, balance sheet, audit report
3. Form 26AS (last 3 years)
4. GST returns

Bank statements:

1. Savings bank statement (all applicants) - upto date last 6 months
2. Current acc statement - upto date last 6 months

Obligation details:

1. All loan sanction letters & repayment bank statements

Company documents:

2. Partnership deed
3. PAN card of the firm
4. Firm financials (last 3 years)
5. MOA, AOA (as per constitution of business)
6. List of directors (CA attested)
7. Shareholding certificate (CA attested)
8. PAN card of the company
9. Company financials with audit report (last 3 years)

Property docs

1. Sale deed/conveyance deed (in resale cases)
2. Approved property plans
3. Builder cost sheet document (in direct allotment/endorsement cases)

Additional docs

- 1.** Form 26AS last 3 years of self and company
- 2.** GST returns
- 3.** Business ageing/vintage proofs
- 4.** Qualification proofs
5. Loan tracks